

Montana State Prison
600 Conley Lake Road
Deer Lodge, MT 59722
INTERNAL/ External

Job Title: Chief of Education/Rehabilitative Services	Salary: Band 6, \$19.359 - \$24.199/hr
Position Number: 22641	Status: Permanent/Full-time
Class Code: 119336	Bargaining Unit: None
Department: Corrections	Shift: 8 a.m. - 5 p.m.
Division: Montana State Prison	Days Off: Sat./Sun.
Location: Deer Lodge or Helena, MT	Supplement Required: No

To Apply: To apply, **submit a State of Montana application** and copy of applicable licensure to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT 59722. Applications must be received by 5/16/08.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

Duties: Provides primary leadership, supervision, administration, and coordination in the delivery, design, implementation, and review of Habilitative Services, which include Education, Recreation, Hobby, Religious Services, Parenting, Library and Law Library, & Telecommunication Broadcast Center. Develops and maintains education and program missions, goals, objectives, and performance standards to ensure department goals are communicated and delivered. Develops and monitors program budgets. Performs general administrative duties relative to the Education/Treatment team. Represents the Prison Administration on a number of committees and boards. Helps create a total quality environment by modeling openness, cooperation with staff, respect for all employees and inmates, and creation and encouragement of a continuous improvement system, which contributes, to a positive and efficient working environment.

Qualifications: Extensive knowledge of the theories, principles and practices of education and treatment programs. Considerable knowledge in administration and program management, principles of planning and organization, teaching methods, program education, grant and proposal procedures, general knowledge of government and correctional judicial system. Thorough knowledge of behavior modification, religious, recreational programs, and treatment modalities. The skills acquired are those similar to a principal or superintendent of schools. This position requires considerable proficiency in the day-to-day management skills, interacting, training, and motivating inmates effectively. The position requires skill in dealing with diverse variety of educational levels and treatment programs. The position requires the following behaviors: Communication, Supervisory Skill and Leadership, Decision Making Ability, and Commitment/Responsibility

Education and Experience: These knowledge, skills and behaviors are typically acquired through a Master's degree in Education or a related field and 3 to 4 years of administrative and teaching experience. A Class III Administrative Certificate through the State of Montana Office of Public Instruction is recommended.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Compensation: This position is classified as a band 6 on the state's general pay matrix. The current hourly salary is \$19.359 - \$24.199, depending upon experience. Full-time state employees are

also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320 ext. 2202.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the Hiring Authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted.

If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

All promoted employees will be subject to a minimum 6 months trial period. The latest performance evaluation will be reviewed and may be used to exclude an applicant from consideration.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete, or unsigned applications will be rejected as incomplete and will not be considered.

**DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name:

(Please print or type)

Previous names (i.e. maiden name, previous married names)_____

Social Security Number:

Date of Birth:

List states where you have resided:

TO WHOM IT MAY CONCERN: As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? _____

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

Jurisdiction:

Date of Conviction: _____

This authorization shall be valid and effective for one year from the date signed.

Date: _____

Applicant Signature
